

30 August 2000

Operations



OPERATIONS SECURITY (OPSEC) INSTRUCTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRD 10-11, *Operations Security*, and executes the general guidance of AFI 10-1101, *Operations Security (OPSEC) Instructions*, and AFI 10-1101/AETC Sup 1, *Operations Security (OPSEC) Instructions*. This instruction applies to all assigned base personnel. It does so with regard to the particular manning, resources, mission, location, environment, and overall situation of Sheppard AFB and both the 82 TRW and 80 FTW.

1. The Concept of Operations Security within the 82 TRW/80 FTW:

1.1. Even though there are no operational weapons systems per se on Sheppard AFB, there is a need for prudent OPSEC discipline and practice. Our sensitive communication-electronics courses and interservice training schools are abundant with bits of Critical Information (CI).

1.2. Examples of Critical Information of concern are listed in attachment 1 of this instruction. Also listed are the associated indicators and protective measures. This chart is intended to draw attention to some of the more common areas of Critical Information; it is not an all-inclusive list.

1.3. A particular concern at Sheppard AFB is its location to a major north-south corridor. Our close proximity to two large cities could allow adversaries who collect information against Air Force concerns to quickly and easily flee from the area. All personnel should remain vigilant against any potential threats directed at Sheppard AFB.

2. The Operations Security Process within the 82 TRW/80 FTW:

2.1. The Sheppard AFB OPSEC Program Manager is designated as the individual assigned to the Wing Exercise Evaluations (82 TRW/XPE) position within Wing Plans (XP).

2.2. The Sheppard AFB OPSEC Program Manager will ensure each Group OPSEC Monitor is thoroughly familiar with the Operations Security Process, as described in AFI 10-1101, ***Operations Security (OPSEC) Instructions***, Chapter 2. Individual Unit OPSEC Monitors will ensure that personnel within their own units, especially those who handle or have access to material or information that may be sensitive or exploitable, are familiar with the basics of the Operations Security Process. While Unit OPSEC Monitors are responsible for their unit's OPSEC program, the 82 TRW/80 FTW OPSEC Program Manager will support their programs through information, consultation, and materials to the fullest extent possible.

3. 82 TRW/80 FTW Operations Security Program:

3.1. The 82 TRW/80 FTW OPSEC Program supplements the Air Force OPSEC Program. AFI 10-1101 states the purpose of this program is to support the Air Force Chief of Staff (CSAF) by ensuring the practice of OPSEC to deny critical information to our adversaries.

3.2. Logically, the 82 TRW/80 FTW OPSEC Program can only be understood if the overall Air Force OPSEC Program is understood. Therefore, the SAFB OPSEC Program Manager, all Group/Unit OPSEC Monitors, and all Commanders and First Sergeants must be familiar with the Air Force OPSEC Program as described in AFI 10-1101, Chapter 3. Additionally, other personnel, particularly those directly involved with sensitive or exploitable material or information should also be familiar with this program.

4. Operations Security Programs of the Groups and Squadrons Subordinate to the 82 TRW/80 FTW and Associated Tenant Organizations:

4.1. All Group and Squadron Commanders will appoint a responsible individual as their organizational OPSEC Monitor. It is recommended that a second individual be designated as the unit's alternate OPSEC Monitor.

4.2. Accomplish and forward appointment letters identifying each Group's OPSEC Monitor(s) to the SAFB OPSEC Program Manager (82 TRW/XPE). Units should forward their appointment letters to the appropriate group level monitor.

4.3. Each OPSEC Monitor will identify both critical information and indicators of that critical information, and provide a list in a format similar to that of attachment 1 of this instruction. Provide a copy of this CI list to the SAFB OPSEC Program Manager for coordination.

4.4. Each CI listing should be organized in three general categories to include (1) Personnel, (2) Equipment, and (3) Mission. Within each of these categories, prioritize each individual CI and indicator according to its sensitivity relationship. Refer to AFI 10-1101, attachment 3, to review example sources of OPSEC indicators when compiling the list.

4.5. OPSEC Monitors will review and update their organization's CI list annually. Forward current CI listing to the SAFB OPSEC Program Manager by 1 August of each year. If there has been no change to the units' CI listing from the previous year, an official letter stating that the unit CI lists have been reviewed and that there are no changes will be adequate. Supplementary CI listing updates may be submitted by an OPSEC Monitor to the SAFB OPSEC Program Manager at any time.

4.6. OPSEC training must be mission-related, tailored to an individual's duties and responsibilities, and continued throughout their careers. To meet these goals, individual Unit OPSEC Monitors will develop their unit's OPSEC training program. The SAFB OPSEC Program Manager and Group OPSEC Monitors will serve as consultants and assistants in unit training programs.

4.7. As a minimum, Unit OPSEC Monitors will ensure newly assigned personnel, whether military or civilian, receive initial OPSEC training within 90 days of their arrival. This training must be documented. Additionally, Unit OPSEC Monitors will provide refresher training for all unit personnel at least annually. Units with access to sensitive or exploitable material or information should determine if, and how frequently, specialized OPSEC training is to be accomplished within their unit to familiarize their personnel with job-related OPSEC considerations.

4.8. The 82 TRW/80 FTW OPSEC Program Manager will be responsible for training Group OPSEC Monitors. Newly appointed Unit OPSEC Monitors must schedule this training within 10 days of their appointment. Contact the SAFB OPSEC Program Manager for the date, time, and location of training. Group OPSEC Monitors, in turn, will be responsible for all OPSEC training within their respective units.

4.9. OPSEC Monitors will maintain an OPSEC continuity binder that, as a minimum, will contain the following:

4.9.1. Copy of current Appointment Letter(s)

4.9.2. AFI 10-1101, *Operations Security (OPSEC) Instructions*.

4.9.3. AFI 10-1101, AETC Sup 1, *Operations Security (OPSEC) Instructions*.

4.9.4. SAFBI 10-1101, *Operations Security (OPSEC) Instructions*.

4.9.5. Current copy of Critical Information Listing, must not be in plain view.

4.9.6. List of OPSEC Training Sessions, Attendance Documentation, and Topics Covered.

4.9.7. OPSEC Self-Assessment and/or Compliance Guides.

4.9.8. Tasking and Information Letters from SAFB OPSEC Program Manager.

4.9.9. Miscellaneous OPSEC Correspondence.

4.10. Unit OPSEC Monitors will submit an annual Unit OPSEC Evaluation to their respective Group OPSEC Monitor. Group Monitors will consolidate the inputs and provide a written status report to the SAFB OPSEC Program Manager by 1 August of each year. The evaluation and status report will address, as a minimum, the following information:

4.10.1. Name, Grade, Office Symbol, and phone number of OPSEC Monitors.

4.10.2. A description of how OPSEC is integrated into organization plans and activities.

4.10.3. An assessment of how well those plans and OPSEC measures have been coordinated across organizational and functional lines.

4.10.4. Training topics and number of personnel trained.

4.10.5. An indication where support or assistance may be needed or required.

4.11. The SAFB OPSEC Working Group will consist of each Group OPSEC Monitor and/or their designated alternates. Periodically, the Sheppard AFB SATE Manager should attend to ensure OPSEC integration with other security programs.

4.12. The OPSEC Working Group will meet at least annually to discuss the SAFB OPSEC Program. Additionally, this board may be convened by the 82 TRW Wing Commander, his or her designated representative, or the Sheppard AFB OPSEC Program Manager at any time.

JOE F. HARRISON, Colonel, USAF
Vice Commander

Attachment:
Critical Information and Indicator Listing, Example

*Attachment 1***CRITICAL INFORMATION AND INDICATORS
(EXAMPLE)****Example Squadron****(date)**

CRITICAL INFORMATION	INDICATORS	PROTECTIVE MEASURES
1. Personnel		
a. Number of instructors authorized	a. Management Rosters, Organizational Charts	a. Store in secure area
b. Number of personnel in training	b. Class rosters by course ID	b. Mark documents FOUO
2. Equipment		
a. Communication capabilities	a. Radio frequencies, broken equipment reports	a. Secure and control documentation
b. Combat Readiness	b. SORTS information	b. Mark documents accordingly
3. Mission		
a. TPR in certain courses	a. Student/Class rosters	a. Mark documents FOUO
b. Command Structure changes	b. Organization Charts, PCS orders	b. Items controlled
c. Procedures/capabilities to deploy personnel	c. EET Reports, SAFB OPlans	c. Restrict access on a “need-to-know” basis